

CITY OF BERLIN

New Hampshire

Contract # 16-09

Purchase Backhoe Loader – Sewer Department

INVITATION TO BID

The City of Berlin is inviting sealed bids until 2 PM prevailing time Thursday, October 27, 2016 at the City Manager's Office, City Hall, 168 Main Street, Berlin, New Hampshire for Contract 2016-09, Purchase Backhoe Loader. Shortly thereafter, bids will be publicly opened and read aloud in any available office or conference Room at City Hall, Berlin, NH. The City through its City Manager reserves the right to waive minor defects in form and to reject all bids as is determined to be in the best interest of the City. Bid Documents may be obtained, at no charge from the City Manager's Office or City of Berlin website (www.berlinnh.gov)

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GENERAL PROVISIONS

BID PROCESS

Each bid shall be submitted in a sealed envelope clearly identified with the Bidder's name and marked "City of Berlin Contract #2016-09 Purchase Backhoe Loader" and will be received at the City Manager's Office, City Hall, 168 Main Street, Berlin, NH until 2 PM, prevailing time, Thursday, October 27, 2016. Shortly thereafter, bids will be publicly opened and read aloud at any available office or conference room at the City Offices, City Hall, 168 Main Street, Berlin, NH. Bids when opened shall be irrevocable for a period of thirty (30) calendar days following bid opening date. Following a review of the bids by staff, the City Manager will make a determination with respect to bid award based on equipment quality, price and financing as determined to be in the best interest of the City.

BID SUBMISSION

The bidder is to submit Bid on the attached Bid Form showing a LUMP SUM PRICE for outright purchase.

RIGHT TO REJECT BIDS

The City expressly reserves the right to reject any or all bids as the City Manager may determine and to waive defects in form of minor irregularities where the best interest of the City would be served.

BID AND PERFORMANCE BOND

A bid deposit of \$500 is required to accompany the bid, binding the successful bidder upon award to their bid. Failure of the successful bidder to accept award and sign an agreement with the City for their bid shall result in forfeiture of the bid deposit to the City as liquidated damages. The bid deposit will be returned to unsuccessful bidders with 14 days of the bid opening and to the successful bidder upon signing an agreement with the City for the bid.

BID PRICE

The bid price shall not include Federal or State taxes. If such are applicable, the successful Bidder shall furnish the City with the necessary tax exempt forms upon submission of the invoice.

EXCEPTIONS

Any exceptions taken to the Bid Documents must be clearly noted by the Bidder in the space provided in the Bid Form. Exceptions so taken may be grounds for rejection of the bid as determined to be in the City's best interest by City Manager.

ADDENDA

Any change to the provisions or specifications of this Bid shall be made by written addendum issued no later than four (4) working days prior to the bid opening date. Prospective Bidders shall have complete responsibility for being aware of any and all addenda. Prospective Bidders shall have complete responsibility for being aware of any and all addenda. Prospective Bidders who downloaded this bid package from the City's website will not be known by the City and therefore must either check with the City at least (3) working days prior to the bid opening date and/or check the City web site continuously to be sure they have received all such addenda.

AGREEMENT EXECUTION

The successful bidder shall on award, execute and deliver the contract agreement within three (3) calendar days to the City.

GUARANTEE

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All manufacturers' warranties shall apply. It is further understood that the City Manager shall be the final judge as to whether or not any defect is a defect in workmanship and/or materials which is the bidder's responsibility.

CONTRACT DOCUMENTS

The Contract Documents shall include the "Invitation to Bid", "General Provisions", "Specifications", "Bid Form", any issued addenda, and the final executed "Agreement".

The intent of these documents is to include all labor, materials, appliances and services of every kind necessary for the proper execution of the work and the terms and conditions of payment thereof. The documents are to be considered as one, and whatever is called for by any one of the documents shall be as binding as if called for by all.

ADVERTISING

The successful Bidder shall not use the name of the City in any advertising without first obtaining written permission from the City Manager.

NO COLLUSION

The Bidder shall not, either directly or indirectly, enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with this bid.

PAYMENT

The City shall make payment on account of the Contract as follows: The Vendor shall invoice the City for the complete equipment after delivery of all the equipment meeting specifications. The City will inspect the equipment to insure its compliance with specifications. If the delivered equipment fully meets the specifications in accordance with the Contract Documents, the City will make payment in or within fifteen (15) days of the approved amount of the invoice.

Scope of Work

The City of Berlin is seeking bids for the purchase of 2016-2017 Backhoe Loader equipped with thumb and hammer.

Vehicle Specifications

The following specifications are minimum specifications. Equipment should meet or exceed the minimum requirements for 2016-2017 Backhoe Loader. Bidders are to note where significant differences exist between the minimum specifications for equipment that is being proposed. Such notations are to be furnished on the bidder's letterhead and submitted with equipment specifications. The Owner will determine whether or not submitted specifications meet or exceed the minimum specifications. In general, function and performance will be given the highest consideration when considering specifications. The City reserves the right to waive minor differences in equipment specifications.

Backhoe Loader – John Deere 410L with standard equipment or equal.

Additional Equipment

- Auxiliary Hydraulics with One & Two way flow for Hammer, Thumb & Swing Bucket with Plumbing to end of stick boom with quick couplers to run hammer & 48" tilt ditching bucket.
- 24" Severe Duty 7.5 CU FT digging bucket with teeth to match 4 tine Hydraulic Thumb
- Extendable Dipperstick
- Manual Pin Grabber for Extendable Dipperstick
- Hydraulic Hammer w/ Impact Energy of 1300 ft lbs and Impact frequency of 400-1000 bpm
- Ride control system
- 2 exterior rear view mirrors
- Cab sun visor
- 48" Hydraulic Tilt HD Ditch Bucket with bolt on edge and pins for Pin Grabber
- Strobe and Hardware
- Front Counter Weight
- Air Suspension Cloth Seat
- Dual Batteries w/ Disconnect Switch and Jumper Post
- Mechanical Front Wheel Drive
- One Year full machine warranty
- Complete Set of Parts and Service Manuals

BID FORM

To: City of Berlin, NH

To Whom It May Concern:

The undersigned, as a lawfully authorized agent for the below named Bidder/Vendor, has carefully examined the form of this Bid, to be known as Bid # 2016-09 Purchase Backhoe, with the General Provisions, Specifications and other bid documents and binds himself/herself and his/her company on award to them by the City Manager a contract under this Bid to execute in accordance with such award, a Contract Agreement on such form and in such manner as is prescribed by the City and to provide all necessary equipment, labor, materials and other items or services needed to perform all the requirements for the purchase and delivery of a Backhoe at the following prices:

Description	Lump Sum Price
Backhoe Loader	\$ _____
State number of days until delivery FOB Berlin Public Works Garage after receipt of purchase order..... Delivery shall not exceed 120 calendar days ARO	_____

List below and/or attach a list of any exceptions you are taking to the Bid General Provisions or Specifications (Exceptions taken to Specifications may lead to bid disqualification):

Respectfully submitted,

Print Bidder/Vendor's Name

Legally Authorized Representative's Signature

Print Legally Authorized Representative's Name and Title

Street

City, State and Zip Code

Telephone and FAX Number

Date

e-mail address